



**Northside ISD**

# **DUAL CREDIT HANDBOOK**

**2025-26 Academic Year**

---

# TABLE OF CONTENTS

[Introduction](#)

[What is Dual Credit?](#)

[Why Dual Credit?](#)

[Types of Dual Credit](#)

[How is Dual Credit Different from AP and OnRamps?](#)

[How many Dual Credit courses can I take?](#)

[Choosing the Right Dual Credit Courses: Why It Matters](#)

[Make Your Credits Count](#)

[Courses Offered](#)

[Academic Courses](#)

[CTE Academic vs. Workforce Dual Credit](#)

[CTE Dual Credit Courses](#)

[Program Requirements](#)

[Eligibility Criteria](#)

[Application Process: Overview](#)

[Application Process: Step by Step](#)

[Requirements for Continued Enrollment \(over 15 hours\) in Dual Credit Courses](#)

[Texas Success Initiative Assessment 2.0 \(TSIA2\)](#)

[Other Policies and Procedures](#)

[Grading](#)

[Drops/Withdrawals](#)

[Failures](#)

[Transcript Requests](#)

[Frequently Asked Questions \(FAQs\)](#)

# Introduction

This handbook has been developed to assist Northside students and families to better understand dual credit courses along with their requirements.

The Dual Credit program in NISD allows students to enroll in a high school and college course concurrently. At the successful conclusion of dual credit courses, students receive one grade that grants both high school and college credit. As such, the course content and rigor are comparable to those of the same course taught at a college to the institution's other students.

Northside partners with Alamo Colleges for both Academic and Workforce dual credit course offerings.

**Academic dual credit** courses are considered applicable to the college's 42-hour core curriculum listing and/or a foreign language course and are awarded through Northwest Vista College (NVC).

**Workforce dual credit** courses are considered applicable to the college's Professional and Technical Education programs and are awarded through Northwest Vista College, St. Philip's College, Palo Alto College, and San Antonio College.

## What is Dual Credit?

Dual credit classes are classes taken in high school that simultaneously award high school and college credits recognized by the state of Texas. This is a great opportunity because the dual credit program is completely free of charge! Students could potentially graduate from high school with up to 42 hours of college credit before even stepping onto a college campus. (That's over an entire year already completed.)

Dual credit courses are based on college curriculum and taught by high school teachers approved and hired as adjunct college instructors. Students take all of their dual credit courses at their home high school campus.

Students earn one grade for the course. The grade earned in the high school course is the grade that appears on the college transcript.

**Academic** dual credit courses generally transfer to most Texas public universities. They are not always accepted at private universities or out-of-state colleges. **Workforce** dual credit courses may not transfer to Texas public universities. Because of this, it is always important that students consult with the school they want to attend about transfer credits.

# Why Dual Credit?

Enrolling in dual credit courses offers many benefits. Students who successfully complete a dual credit course can:

- Increase their likelihood of graduating high school and enrolling in college
- Earn college credit before graduating from high school
- Develop essential college readiness skills
- Complete common college prerequisites early
- Reduce the overall cost of college tuition and fees  
Access academic support services and facilities from both the high school and the college
- Gain experience with college-level coursework in a supported environment
- Build confidence and take on the responsibilities of a college student
- Accelerate their path to a degree and entry into the workforce

## Types of Dual Credit

ACADEMIC	WORKFORCE
<p>Academic Dual Credit courses are applicable to traditional post-secondary credentials of value. Students taking Academic courses are earning credits towards an Associates of Arts or Science degree (AA/AS) and/or an Associate of Applied Science (AAS) degree.</p> <p>The core academic curriculum facilitates the transfer of lower-division course credits among public colleges and universities throughout the state.</p>	<p>Workforce Dual Credit courses are applicable to work-force post-secondary credentials of value. Students taking Workforce courses are earning credits towards a Certificate of Completion and/or Associates of Applied Science (AAS) degree.</p>

# How is Dual Credit Different from AP and OnRamps?

**Dual Credit:** Students must meet the criteria established by NISD in order to enter the program; to earn credit, they must earn a passing grade each semester. The grade earned in the high school course will be the same grade that appears on the Northwest Vista College transcript. Dual credit courses are weighted 5 points in the student's GPA. *\*\*If a dual credit course is stacked with an AP course, it will automatically receive the 8 points, rather than the 5 points.*

**AP:** There are no applications or qualification tests required in order to take an AP course. To earn college credit, students must take and pass the appropriate AP exam with a score of 3 or higher (exam scores range from 0-5). AP Courses are weighted 8 points in the student's GPA.

**OnRamps:** There are no applications or qualification tests required to take an OnRamps course. There are two separate gradebooks for the high school and college, which do not necessarily have to match. Toward the end of the school year, students choose whether they want the earned college credit or not. OnRamps courses are weighted 8 points in the students' GPA.

## How many Dual Credit courses can I take?

- Students are allowed to take up to 15-18 college hours per semester of dual credit courses (max of 5 classes).
- Students can take up to 14 dual credit courses in high school. Some classes count as two courses; for example, English 3 AP/Dual Credit is two courses: ENGL 1301 (Fall) and ENGL 1302 (Spring).

## Choosing the Right Dual Credit Courses: Why It Matters

Dual credit is an incredible opportunity. It allows high school students to get a jumpstart on college by earning credit for both high school and college at the same time—saving time and money as well as opening doors to future opportunities. But with that opportunity comes responsibility.

We want **all** students to benefit fully from dual credit, which is why it's so important to **make thoughtful decisions** when selecting courses. Taking classes simply because they're labeled

“dual credit” may seem like a good idea at first, but choosing courses without having a plan can lead to serious consequences later on, such as:

- **Loss of Financial Aid**

Accumulating excessive or unnecessary college hours can affect eligibility for financial aid, including grants and scholarships that depend on how many credits students have attempted.

- **Out-of-State Tuition Costs**

Some universities have strict rules about how many credit hours students can transfer in. Exceeding certain limits can bump students into out-of-state tuition brackets—even at public universities.

- **Non-Transferable Credit Hours**

Not all courses transfer seamlessly between colleges. Taking classes that don’t align with future goals may result in credits that don’t count toward an intended degree program.

- **Limited Flexibility in College**

Accumulating too many college hours can restrict students’ ability to change majors later.

## Make Your Credits Count

We encourage students and families to treat dual credit as more than just a way to get ahead—it’s part of a long-term academic and career journey. The courses students choose now should reflect where they want to go.

Before enrolling in any dual credit course, students should ask themselves:

- Does this course align with my future college or career goals?
- Will this class transfer to the colleges or universities I’m interested in?
- How will this course impact my college transcript and GPA?
- Have I talked with a counselor or advisor to ensure this is a wise choice?

# Courses Offered

Dual Credit course offerings vary by individual campus. Students should check with the campus Dual Credit Liaison to determine which courses are available at their home campus.

## Academic Courses

SUBJECT	HIGH SCHOOL COURSE NAME	COLLEGE COURSE NAME	SESSION TYPE	COLLEGE HOURS EARNED
<b>English</b>	English 3 AP/Dual Credit	ENGL 1301/1302 (Composition 1 & 2)	Fall + Spring	6
	English 4 AP/Dual Credit	ENGLISH 2328/2333 (American Lit/British Lit)	Fall + Spring	6
	English IV Honors/Dual Credit	ENGL 1301/1302 (Composition 1 & 2)	Fall + Spring	6
<b>Math</b>	College Algebra Honors/Dual Credit	MATH 1414 (College Algebra)	Year Long	4
	Statistics AP/Dual Credit	MATH 1342 (Elem. Stat. Methods)	Year Long	4
	AQR Dual Credit	MATH 1332 (Liberal Arts Math)	Year Long	3
	PreCalculus Advanced Dual Credit	MATH 1414 (College Algebra) FALL MATH 2412 (Pre-Calculus) SPRING	Fall + Spring	8
	Calculus AB AP/Dual Credit	MATH 2413 (Calculus 1)	Year Long	4
	Calculus BC AP/Dual Credit	MATH 2413/2314 (Calculus 1 & 2)	Fall + Spring	8
<b>History</b>	World History AP/Dual Credit	HIST 2322 (World Civ)	Year Long	3
	US History AP/Dual Credit	HIST 1301/1302 (US History 1 & 2)	Fall + Spring	6
	Government AP/Dual Credit	GOVT 2305 (Federal Government)	Fall OR Spring	3
	Sociology Honors/Dual Credit	SOCI 1301	Fall OR Spring	3
<b>Science</b>	Biology AP/Dual Credit	BIOL 1406/1407 (Bio for Science Majors 1 & 2)	Fall + Spring	8
	Chemistry AP/Dual Credit	CHEM 1311/132 (Gen Chem & Chem Lab)	Fall + Spring	8

	Anatomy & Physiology Dual Credit (CTE)	BIOL 2404 (Human Anatomy & Physiology)	Year Long	4
	Environmental Science AP/Dual Credit	BIOL 2406 (Environmental Biology)	Year Long	4
	Physics 1 AP/Dual Credit	PHYS 1301/1101 (Gen Physics 1 & Phys Lab 1)	Year Long	4
	Physics 2 AP/Dual Credit	PHYS 1302/1102 (Gen Physics 2/Phys Lab 2)	Year Long	4
	Physics C AP/Dual Credit	PHYS 2425/2426 (Univ Physics 1 & 2)	Fall + Spring	8
<b>Spanish</b>	Advanced Spanish 3 Dual Credit	SPAN 2311/2312 (Int. Spanish 1 & 2)	Fall + Spring	6
<b>Arts</b>	Art Appreciation Dual Credit	ARTS 1301 (Art Appreciation)	Year Long	3
	Theater Appreciation Dual Credit	DRAM 1310 (Theater Appreciation)	Year Long	3

## CTE Academic vs. Workforce Dual Credit

CTE Academic Dual Credit	CTE Workforce Dual Credit
Dual credit courses cover all of the standards adopted by the State (TEKS), and meet equivalent college level curriculum. These courses allow students to earn high school and college credit concurrently.	
Most academic dual credit courses are accepted at any Texas public 2-year college or 4-year university. College credit is always awarded at the discretion of the receiving institution. It is the responsibility of the student to request a transcript for a college or university to evaluate and determine credit.	Most CTE courses are listed in the WorkForce Education Manual (WECM) course list and are accepted at 2-year colleges. Workforce courses may or may not transfer to a 4-year university. College credit is always awarded at the discretion of the receiving institution. It is the responsibility of the student to request a transcript for a college or university to evaluate and determine credit.
Students must qualify for admission to partner college and meet all deadline requirements. Students may not take more than fourteen dual credit courses and cannot accumulate more than forty-two semester hours.	
All courses are offered through a partnership with Northwest Vista, St. Philip's, Palo Alto or San Antonio College. Contact your Academic Dean and/or counselor at your home campus for details.	



# CTE Dual Credit Courses

HIGH SCHOOL COURSE NAME	HIGH SCHOOL CREDIT	COLLEGE COURSE #	COLLEGE COURSE NAME	COLLEGE HOURS EARNED	SESSION TYPE	DUAL CREDIT TYPE	ALAMO COLLEGE
Principles of Law Pub Safe D	1	CRIJ1301	Introduction to Criminal Justice	3	Yearlong	Academic	NVC
Court Sys And Pract D	1	CRIJ 1306	Court Systems	3	Yearlong	Academic	NVC
Anatomy & Physiology D	1	BIOL 2404	Human Anatomy and Physiology	4	Yearlong	Academic	NVC
Medical Terminology	1	HITT 1305	Medical Terminology	3	Yearlong	Workforce	NVC
Graphic Design I	1	IMED 1401	Introduction to Digital Media	4	Yearlong	Workforce	NVC
Graphic Design II	2	IMED 1341	Interface Design	3	Yearlong	Workforce	NVC
Practicum in Graphic Design	2	IMED 1345	Interactive Digital Media I	3	Yearlong	Workforce	NVC
Audio Video Production II D	2	ARTV 1343	Digital Video	3	Fall	Workforce	NVC
		ARTV 1351	Digital Sound	3	Fall	Workforce	
Practicum in Audio Video Production	2	ARTV 2341	Advanced Digital Video	3	Yearlong	Workforce	NVC
Business Management	1	BUSI 1301	Business Principles	3	Fall	Academic	NVC
Culinary Arts D	2	HAMG 1170	Professionalism in the Hospitality Industry	1	Fall	Workforce	SPC
		FDNS 1301	Basic Food Preparation	3	Spring	Workforce	
Advanced Culinary Arts D	2	CHEF 1205	Sanitation and Safety	2	Fall	Workforce	SPC
		CHEF 1301	Basic Food Preparation	3	Spring	Workforce	
Practicum in Culinary Arts D	2	HAMG 1321	Introduction to the Hospitality Industry	3	Fall	Workforce	SPC

		HAMG 1340	Hospitality Issues	3	Spring	Workforce	
Welding I	2	WLDG 1428	Introduction to Oxy-Fuel Welding and Cutting	4	Fall	Workforce	SPC
		WLDG 1425	Introduction to Shielded Metal Arc Welding (SMAW)	4	Spring	Workforce	
Welding II	2	WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4	Fall	Workforce	SPC
		WLDG 1313	Intro to Blueprint Reading for Welders	3	Spring	Workforce	
Practicum in Manufacturing	2	WLDG 1317	Introduction to Layout and Fabrication	3	Fall	Workforce	SPC
		WLDG 2452	Advanced Flux Core Arc Welding	4	Spring	Workforce	
Construction Technology I D (Comprehensive)	2	CNBT 1311	Construction Methods and Materials	3	Fall	Workforce	SPC
		CNBT 1416	Construction Technology I	4	Spring	Workforce	
Construction Technology II D (Comprehensive)	2	CNBT 1450	Construction Technology II	4	Fall	Workforce	SPC
		CNBT 1453	Construction Technology III	4	Spring	Workforce	
Foundations of Cybersecurity D	1	ITNW 1308	Implementing & Supporting Client Operating Systems	3	Fall	Workforce	SPC
		ITNW 1425	Fundamentals of Networking Technologies	4	Spring	Workforce	
Networking D	1	ITNW 2412	Routers	4	Fall	Workforce	SPC
		ITSY 2301	Firewalls & Network Security	3	Spring	Workforce	
Cybersecurity Capstone D	1	ITSC 1316	Linux Installation & Configuration	3	Fall	Workforce	SPC
		ITSY 1342	Information Technology Security	3	Spring	Workforce	
MAGNET CAMPUSES ONLY							
Principles of Architecture D (CCA ONLY)	1	CNBT 1400	Residential and Light Commercial Blueprint Reading	4	Spring	Workforce	SPC





		CNBT 1311	Construction Methods and Materials	3	Fall	Workforce	
Const Mgmt I D (CCA ONLY)	2	CNBT 1418	Construction Tools and Techniques	4	Fall	Workforce	SPC
Const Mgmt II D (CCA ONLY)	2	CNBT 1342	Building Codes and Inspections	3	Fall	Workforce	SPC
		CNBT 2342	Construction Management I	3	spring	Workforce	
Const Technology I D (CCA ONLY)	2	CNBT 1416	Construction Technology I	4	Fall	Workforce	SPC
Const Technology II D (CCA ONLY)	2	CNBT 1450	Construction Technology II	4	Fall	Workforce	SPC
Electrical Tech I D (CCA ONLY)	2	ELPT 1411	Basic Electrical Theory	4	Fall	Workforce	SPC
		ELPT 1429	Residential Wiring	4	Spring	Workforce	
Electrical Tech II D (CCA ONLY)	2	ELPT 1441	Motor Control	4	Fall	Workforce	SPC
		ELPT 2423	Transformers	4	Spring	Workforce	
Practicum in Construction Technology-Electrical (CCA ONLY)	2	ELPT 1445	Commercial Wiring	4	Fall	Workforce	SPC
		ELPT 1451	Electrical Machines	4	Spring	Workforce	
Plumbing Tech I D (CCA ONLY)	2	OSHT 1305	OSHA Regulations-Construction Industry	3	Fall	Workforce	SPC
		PFPB 1413	Introduction to Plumbing Trade	4	Spring	Workforce	
Plumbing Tech II D (CCA ONLY)	2	PFPB 1306	Basic Blueprint Reading for Plumbers	3	Fall	Workforce	SPC
		CNBT 1311	Construction Methods and Materials	3	Spring	Workforce	
Practicum in Construction Technology-Plumbing (CCA ONLY)	2	PFPB 1323	Plumbing Codes I	3	Fall	Workforce	SPC
		PFPB 2409	Residential Construction Plumbing I	4	Spring	Workforce	

# Program Requirements

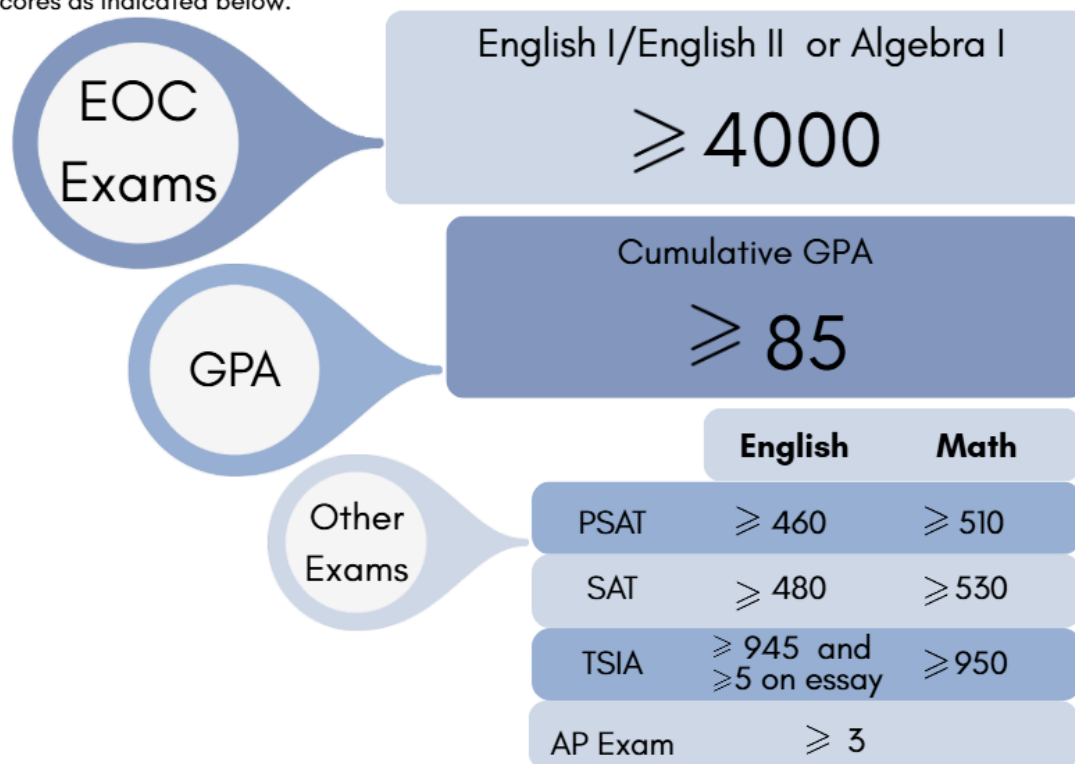
Entry into dual credit is subject to two factors: eligibility and an application process. While Alamo Colleges has removed entrance criteria for non degree-seeking students (see next page), Northside ISD has established district-wide eligibility parameters for first-time dual credit students in order to ensure student success. Once eligibility is determined, acceptance into a dual credit course will depend upon the student's meeting the application and registration requirements, including all Northside ISD campus and Alamo Colleges deadlines.

## Eligibility Criteria<sup>1</sup>

Alamo Colleges classifies all dual credit students as either non degree-seeking or degree-seeking, and these two categories of students have different eligibility requirements.

Non Degree-Seeking	Degree-Seeking
Students who have earned <u>15 or fewer</u> college credit hours, including those who wish to enroll in dual credit courses for the first time	Students who have earned <u>more than 15</u> college credit hours and wish to continue taking dual credit courses

**Non degree-seeking students** who wish to enroll in an academic dual credit course must meet **ONE** of the following NISD-established criteria based on EOC scores, GPA, or other standardized exam scores as indicated below.



<sup>1</sup> These eligibility criteria are effective for students who will be enrolled in dual credit for the first time in the 2026-27 academic year (enrolling during the 2025-26 school year).

## Application Process: Overview

Eligible students who wish to enroll in dual credit courses must go through an application process, meeting ALL deadlines and requirements. Specific details and timelines are designated by each high school campus, usually beginning in November each school year in preparation for dual credit enrollment the following year. That is, in order to take dual credit classes in their junior year, for example, a student must begin the application process during their sophomore year.

The application process opens up by November annually with the Apply Texas application. (Apply Texas is the first step in the process.) Students should be aware that it is a lengthy process with multiple due dates. Northwest Vista College offers **no exceptions** for students who do not meet all deadlines. For more information, students should visit their campus dual credit website or reach out to their campus Dual Credit liaison.

To enroll in any dual credit course, eligible students must complete an ApplyTexas application and meet all of the College course requirements and prerequisites, as defined by the College offering the college course.

If a student completes all portions of the application and enrollment process, and qualifies for the requested course(s), they should maintain communication with the high school campus dual credit liaison to ensure they are enrolled in the correct high school and college course. Students are responsible for verifying they are enrolled in the correct high school course(s) through HAC, as well as the correct college course(s) via their ACES account.

If a student completes all/some portions of the application process, but does not qualify to participate in the dual credit program, the student may complete the application and enrollment process in the following school year. Similarly, if a student completes the application process, and qualifies but does not enroll in a dual credit course, the student must submit a new application the following school year.

## Application Process: Step by Step

In order to participate in the Dual Credit Program, students must apply through the ApplyTexas.org website. ***The deadlines for GoApplyTexas and the TSIA exams are given out by the home campus*** and are aligned with those of Alamo Colleges for all incoming students.

The process of applying for Dual Credit in Northside has multiple steps: after you complete your ApplyTexas application you will receive two emails - one from ApplyTexas and one from Alamo Colleges. The Alamo Colleges email will include instructions and information for ACES and AlamoENROLL. Students must complete AlamoENROLL modules in ACES as part of their

Dual Credit application process. Detailed instructions will be provided by campus Dual Credit liaisons.

The following is an overview of the application process, but students must consult with their home campus regarding set deadlines:

### **Step 1: Apply for Admissions ApplyTexas Application**

Students seeking dual credit enrollment will complete the ApplyTexas Application for the specific College for which the course will be offered. Students and families may reference the [High School Programs ApplyTexas Guide](#) for assistance completing the application.

Please note: After completing an application, students may receive a confirmation email with additional requirements regarding proof of meningitis shots and high school. Please read the information below:

*Students are required to have their meningitis shots before entering 7th grade and a second dose if attending a college/university in the state of Texas. Students in Dual Credit are not required to have the second dose unless they are actually attending classes on the Alamo Colleges' campuses.*

### **Step 2: Obtain Student Banner ID Number**

Students who complete the ApplyTexas application for one of the Alamo Colleges will receive a nine-digit student ID number called a Banner ID. Students will need their Banner ID to access the college services. To obtain their Banner ID number, students should contact their campus dual credit liaison. Students are advised to record their Banner ID number in a safe place.

### **Step 3: Complete GoFARR**

Alamo Colleges requires all new Dual Credit students to complete the Go FAARR module (approx. 30 minutes) and the PAA (Pre-Assessment Activity).

- All students are required to complete the GoFAARR module.
- Only those students who are taking the TSIA2 will need to complete the PAA.

Students may access the GoFAARR and the PAA on the student's ACES account.

Each student must complete all required modules as part of the Dual Credit process.

- Students who do not receive ✓ marks on the GoFAARR and the PAA (the PAA is only required for students taking the TSIA2) will not be eligible to take Dual Credit Courses.



- Students must PRINT this ✓ screen as proof of completing the GoFAARR and the PAA prior to TSIA2 testing.

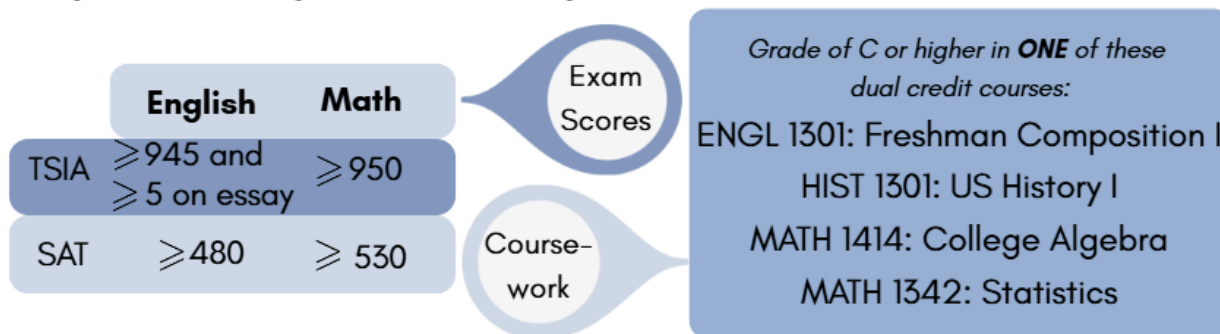
#### Step 4: Meet Testing Eligibility Requirements of the College

The Texas Success Initiative Assessment (TSIA) is mandated by Texas law to ensure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TSIA includes a testing component designed to identify and provide diagnostic information about each student's reading, mathematics and writing skills.

#### Requirements for Continued Enrollment (over 15 hours) in Dual Credit Courses

Once students have earned 15 or more credit hours, they are considered degree-seeking students. All types of dual credit courses—both Academic AND Workforce courses—count toward this threshold, so students must be mindful of the number of credits they are earning, selecting courses that align with their academic and/or career goals (see [Choosing the Right Dual Credit Courses: Why it Matters](#)). Dual credit liaisons will work with these students to make sure they complete the proper paperwork to continue dual credit coursework. Additionally, the following criteria must be met:

**Degree-seeking students** who wish to continue taking dual credit courses must demonstrate college readiness through **ONE** of the following measures:



#### Texas Success Initiative Assessment 2.0 (TSIA2)

The Texas Success Initiative Assessment 2.0 (TSIA2) is a mandate of the Texas State Legislature designed to guide Texas public institutions of higher education in determining whether students possess the academic skills needed to perform effectively in entry-level

college coursework. Students may demonstrate college readiness by receiving a qualifying test score on a specified assessment: SAT or ACT or TSIA2. Demonstration of college readiness in English Language Arts Reading and/or Math may be required to enroll in a dual credit course.

Northside ISD currently offers an opportunity to take the PSAT, SAT, and TSIA2 at all high school campuses. The exam registration process is test specific and students are responsible for following all posted registration guidelines and deadlines.

Prior to taking the TSIA2 test, dual credit seeking students must complete the GoFAARR module as well as the TSI Test Prep, the Pre-Assessment Activity (PAA) as designated by Alamo Colleges.

Students may qualify for a TSIA exemption if they meet certain criteria, such as PSAT, SAT, or qualifying STAAR scores. For more information regarding these exemptions, students should contact their campus dual credit liaison.

## Other Policies and Procedures

### Grading

In order to clarify equivalent students' grades for high school state credit and dual credit, Northside dual credit instructors use the following guide when entering grades.

Northside Numeric Grade	Dual Credit Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
*60 - 69	D
*<60	F

\*Any grade below a 70 is considered a failing grade in NISD and the student **will not earn** high school credit for the course.

## Drops/Withdrawals

A student may withdraw from a dual credit course to avoid a failing grade; however, there are definite timelines:

- If a student withdraws from the course before Census Day (usually 10-12 days into the semester), there is no penalty on the student's NVC transcript. NVC publishes their official Census Day online every semester; the campus liaison will make the information public, but it is the responsibility of the student to know the Census Day.
- If a student withdraws after the Census Day, but before the official final day to withdraw (again, as published by NVC), then a grade of W is recorded on the NVC transcript. A grade of W has no academic consequences in terms of GPA; however, more than six W's in a college career may jeopardize future financial aid.
- If a student withdraws after Census Day, they may not take that specific course again until after high school graduation.
- Once the last official day to withdraw has passed, a student may NOT withdraw, and they will be given the grade they have earned.
- If a student's completion ratio (ratio of completed dual credit courses to attempted dual credit courses) drops below 67%, future financial aid may be jeopardized.

## Failures

If a student earns below a 70 in a dual credit course, the appropriate grade is recorded with NVC, and this grade will be a part of the student's permanent college transcript. When applying to other colleges and/or universities, students must send these transcripts showing prior college work.

For this reason, dual credit teachers at each campus work closely with students and parents to ensure if a student is struggling in a dual credit course, the most appropriate action is taken to help that student. Also, if a student fails a dual credit course, the student may not take that particular course again as part of the Dual Credit Program. Students should note that failing a dual credit course may impact further dual credit courses, considering that some courses have prerequisites.

## Transcript Requests

*NOTE: If students are using a UT OnRamps course to fulfill course prerequisites, **students** will need to request a transcript from UT Austin to be sent to the Northwest Vista College prior to taking a dual credit course.*

Dual credit students will need to access their ACES account to view their schedule, course grades, and transcript requests. Students may reference the following steps to access their ACES account, and to submit a transcript request.

### Student ACES Account Access

1. Access at <https://aces.alamo.edu/>
2. Enter User Name and Password and click Login (Username and password are provided through the email sent to students' personal email accounts welcoming them to Northwest Vista College)

### Student Transcript request through ACES Account

3. Select the Student Tab
4. Select the Welcome to Web Services link
5. Select the Student and Financial Aid link
6. Select the Student Records link
7. Select the action being requested: Final Grades, Request a Transcript or view unofficial transcript under Academic Transcript

### Non-Current Students

This method of paying for/requesting transcripts is solely for those students who:

- are NOT currently enrolled in coursework through one or more of the Alamo Colleges OR
- were NOT enrolled at one or more of the Alamo Colleges in the last twelve months OR
- are NOT able to access a "Student" tab via their ACES login.

Go to <http://www.alamo.edu/district/>

1. Select Employees tab
2. Click Alamo Marketplace Mall
3. Click Alamo Colleges Transcript Request under the Alamo Colleges Marketplace Mall menu
4. Click Alamo Colleges Transcript Fee (Non-Current Students) under the small Alamo Colleges logo
5. Click Add to Cart and follow prompts on each page

Please note: There is a \$10 charge for transcripts. Students with a 'transcript hold' will not be able to request a transcript until the "hold" is resolved and should contact the Admissions & Records office for information on how to clear these "transcript holds."

Transcripts are NOT printed on campus. ALL transcripts are printed and mailed from an off-site location after a request is made. For this reason, it is not possible to pick up a transcript in person on the same day of a request.

Transcript requests take 3 to 5 business days to be processed.

Students should contact Admissions and Records if a request is not processed within 7 business days so that they may follow up on the request. During peak transcript request periods, the processing time for transcripts may be longer than usual.

### **Transcript Attachments**

Students needing to place a transcript request with attachments will need to have documents ready for submission once the transcript request is submitted.

Documents must be in a PDF format containing Banner ID, Full Name, and Date of Birth and must be emailed to [dst-CSITranscripts@alamo.edu](mailto:dst-CSITranscripts@alamo.edu)

**\*\*If documents are not emailed within same date of a transcript request, this may ultimately result in a delay of all necessary information to the recipient\*\***

### **Attention, Seniors:**

- Seniors should request a transcript to be sent from Northwest Vista to a college of their choice after June 15. Requesting it prior to June 15 may result in an incomplete transcript and could cause a delay in the registration process for that university.
- Students are responsible for requesting final transcripts to be sent to their intended college or university.
- This request is made by logging into their ACES account.

Current dual credit students can access web services at the top left corner of their 'Student' page in ACES:

*Web Services > Student tab > Student Records > Request Official Transcript*

## Frequently Asked Questions (FAQs)

### Where can I find the forms required for the dual credit programs?

Northwest Vista College

<https://www.alamo.edu/nvc/academics/high-school/>

St. Philip's College

<https://www.alamo.edu/spc/academics/high-school-programs/dual-credit/>

San Antonio College

<https://www.alamo.edu/sac/admissions-aid/specific-populations/high-school-programs/students2/dual-credit/>

Palo Alto College

<https://www.alamo.edu/pac/admissions-aid/high-school-programs/dual-credit/>

### Can a student enroll in both Academic and Workforce dual credit?

Yes. Students may enroll in Academic and Workforce Dual Credit courses and the courses do not have to be affiliated with the same partner College. However, it is important to remember the differences in deadlines and procedures between Academic and Workforce Dual Credit.

### Where do the credits transfer?

Credits can be applied to an associate's degree at a community college or university with which the district has established an MOU. Credits might transfer to other colleges or universities. It is up to the accepting college/university to determine whether dual credit coursework will be honored. Students must determine if their dual credit courses will be applicable to their desired college pathway or college curriculum. It is the student's responsibility to request an official college transcript through his/her ACES student account.

### How much does dual credit cost?

Under the agreement NISD has with Alamo Colleges, Dual Credit courses have no cost to the student.

### If a student applied but did not qualify for dual credit, must he/she complete an application the following year?

Yes. If a student does not qualify, the application does not remain on file. The student must submit a new application.

### If I drop the course after the Last Day to Withdraw deadline or fail the course, will that grade disappear from my college transcript?

No. The grade earned in a dual credit class is a part of a student's permanent college record and will be computed in the student's college GPA.

**What are the consequences of not ensuring that the dual credit courses I am taking will fit into my Associate Degree Plan or will transfer to a desired university?**

Students could risk taking dual credit courses that will count only as electives and not toward an Associate Degree or that may not transfer to a four-year university, thus possibly affecting their financial aid. Students should work with the providing college to ensure that their dual credit coursework fulfills requirements toward their chosen degree.